Uploading Your GISD User Files to OneDrive

OneDrive

1. First, open a web browser on your district PC and go to portal.office.com
   a. Sign in using your GISD network username and password

   Work or school, or personal Microsoft account
   Email or phone
   Password
   Keep me signed in
   Sign in

   b. At the portal Welcome page, choose OneDrive

2. Next, open your district user folder on your PC
   a. Windows 7 PCs
      i. Hit the Start button, then type Computer
   b. Windows 10 PCs
      i. Hit the Start Button, then type This PC

3. To upload files and folders, drag files and/or folders from your U:\ drive into the OneDrive cloud storage page.